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EDITORIAL POLICY REGARDING THE JOURNAL OF AGRICULTURAL RESEARCH

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GENERAL STATEMENT

NATURE AND SCOPE OF THE JOURNAL

The JOURNAL OF AGRICULTURAL RESEARCH is an organ for the publication of original papers reporting the results or progress of new investigations in the field of agriculture which are primarily of technical interest. It is restricted to contributions from the United States Department of Agriculture and the State agricultural experiment stations, and is conducted cooperatively by the United States Department of Agriculture and the Association of Land-Grant Colleges and Universities. The financial and strictly editorial responsibility for the JOURNAL is borne by the Department of Agriculture.

JOURNAL papers may report the results of complete investigations or definite results in only one phase of an investigation. The aim is to record in concise form the results of investigations which mark advances and have permanent value. The JOURNAL is designed to record current progress in research, not in the whole field of science, but in that which bears rather directly on agriculture or which applies definitely to agricultural problems. While the applicability of an article directly or indirectly to agriculture should not be construed too narrowly, the special field of the JOURNAL deserves to be borne in mind as implying certain limitations. Papers reporting work which lies primarily in the field of pure or general

science are considered more suitable for other publications than for a journal devoted to agricultural research.

The publication of monographs, cyclopedic articles, extensive reviews, historical or otherwise, and of controversial articles is contrary to the editorial policy of the JOURNAL. Accounts of conventional tests and experiments which do not involve originality in plan or method or provide for the control or accurate measurement of the experimental conditions, or which fail definitely to throw light upon the relationship to principles or limiting factors, are not considered suitable for publication in the JOURNAL. The same is true of descriptions of local variety tests, fertilizer and feeding experiments, and routine analyses which merely contribute to the mass of similar data.

If a preliminary report of research has been released for publication in an outside journal, a copy of the preliminary paper should accompany the article submitted for the JOURNAL OF AGRICULTURAL RESEARCH. Extensive preliminary publication will preclude publication in the JOURNAL.

As the JOURNAL is a technical publication, designed for technical readers, general familiarity with the subjects under discussion may be assumed. This will guard against lengthy introductions and unnecessary discussion of matters which are to a considerable extent academic or of common scientific knowledge.

An account of a scientific investigation ought to make clear at the outset the primary object and purpose of the undertaking and present the successive steps in the process of attaining the objective. In the end the basis for a sound scientific conclusion or statement of the advance accomplished should be set forth. While negative results may not be without value, contributions which mark advances in the knowledge and further study of a subject will as a rule be considered fail to establish a result that can be stated fairly definitely will be regarded as questionable for publication in the JOURNAL.

Tabulations should not be excessive in number or unnecessarily detailed in character. It is, of course, impracticable to present all the data accumulated in the course of an investigation. Selection of representative data and condensation of tabular matter into carefully considered summaries should therefore receive adequate attention, as of primary importance. Reports of progress or articles which Furthermore, the data presented and what they are intended to show should be sufficiently interpreted so that the reader is not left in doubt as to the intended significance of the material.

The JOURNAL is an organ for recording research, not for discussion, speculation, or monographic reviews. Lengthy argument, discussion, and speculation are therefore considered out of place in accounts of investigations except as showing their bearings.

Detailed consideration of the practical applications of the findings are not deemed necessary for the reason that such applications will be readily apparent to specialists, for whom the JOURNAL is primarily designed.

A discussion which merely outlines the things done and is repeated in the summary is superfluous. "Discussion" is the place for comments, explanations, and suggestions not embodied in the descriptive part of the article.

APPROVAL OF MANUSCRIPTS AND EDITORIAL SUPERVISION

The approval of manuscripts submitted for publication in the *JOURNAL* and the supervision of its general policy and management are vested in a Joint Committee on Policy and Manuscripts composed of six members. This committee is divided into two subcommittees of three members each, one appointed by the Secretary of Agriculture and the other by the Association of Land-Grant Colleges and Universities. The chairman of the department subcommittee acts as chairman of the joint committee.

The subcommittee representing the department has jurisdiction over the manuscripts originating in the department. The subcommittee representing the land-grant colleges and universities has jurisdiction over the manuscripts originating at the State experiment stations. The supervision of a manuscript representing cooperative investigations between the department and an experiment station is determined by the affiliation of the senior author.

Every article intended for publication in the *JOURNAL* should bear the formal approval of the chief of the department bureau or of the director of the experiment station from which the paper emanates. The letter of transmittal accompanying each manuscript should state that the manuscript has been read and approved by one or more persons (named) selected because of their familiarity with the subject. Evidence should also be supplied that the data as represented by the tables, graphs, summaries, and conclusions have been approved from the statistical viewpoint by some one (named) who is competent to judge, and that the computations have been verified. Manuscripts originating in the Department of Agriculture should be edited by the bureau editor before being submitted for publication.

Under the general direction of the joint committee, the editorial chief of publications of the department has immediate editorial supervision of all manuscripts published in the *JOURNAL*. He superintends the checking of data and literature citations, the final editing of the manuscript, the preparation of the illustrations for the printer, the marking for type and arrangement of headings, text, and tables, the checking of the proofs, the keeping of the office records of all manuscripts, and the distribution of the *JOURNAL* and the separates.

Manuscripts originating in the Department of Agriculture should be sent to the Office of Information, where appropriate records of the receipt of manuscripts and notifications regarding them are made by the editorial chief of publications. Each manuscript is then sent to the members of the subcommittee for examination. If the manuscript is disapproved by a majority of the subcommittee it is returned to the chief of the originating bureau by the chairman with a memorandum explaining the reasons for its rejection.

Manuscripts emanating from the State experiment stations should be sent to the chairman of the subcommittee in charge of station manuscripts. If a manuscript is approved by a majority of his subcommittee, the chairman then forwards it to the editorial chief of publications for final editing and preparation for the printer.

If the final editorial work reveals serious deficiencies in a paper it is returned to the author for correction and revision.

All manuscripts are handled editorially in the order of their receipt. The date of receipt is printed at the bottom of the first page of each published paper. For department papers it is the date they are received in the office of the editorial chief of publications, and for station papers it is the date they are received in the office of the chairman of the station subcommittee. On January 1 and July 1 of each year all papers on hand are renumbered in their previous numerical order.

The key number appearing in the lower right-hand corner of the first page of each article shows the total number of papers issued by the department bureau or State experiment station from which the paper emanates.

DISTRIBUTION

JOURNAL

The edition of the JOURNAL is small and its free distribution is necessarily restricted. In addition to Government depositories, it is sent free upon request to libraries of universities, agricultural colleges, and experiment stations, to large technical schools, and other institutions and agencies whose work relates directly to agricultural research. A small exchange list is maintained, limited to institutions and publications whose technical papers have agricultural interest. As soon as a number of the JOURNAL is received from the press each author contributing to it is sent a copy. With this exception no copies are sent free to individuals.

Those who desire to subscribe for the JOURNAL should make remittance to the Superintendent of Documents, Government Printing Office, Washington, D. C., who handles all subscription lists. The price is \$4 a year for domestic and \$5 for foreign subscriptions. Single copies may be purchased for 20 cents (domestic) and 25 cents (foreign). These prices may vary somewhat from year to year. The JOURNAL is at present published semimonthly, two volumes being issued each year. Each volume therefore contains 12 numbers and the index.

SEPARATES

Each paper in the JOURNAL is reprinted as a separate. Separates are usually available for distribution within a short time after the JOURNAL containing the article is issued. One hundred copies of each separate are furnished to the originating bureau and fifty copies are furnished to the originating experiment station. If separates are desired in quantity, they should be ordered at the time of publication, when they may be purchased in bulk from the Superintendent of Documents practically at cost. Single copies of separates of articles originating either in the department or at the stations will be sent free to interested persons as long as the available supply lasts. Ordinarily after the separates are issued no further reprints are made. Mailing lists of individuals and institutions interested in the various special lines of agricultural research are supplied by the bureaus or stations and are maintained in order that effective distribution of the JOURNAL separates may be made. The number of separates of each article published depends upon the subject, the mailing lists, and the demand which is indicated at the time of going to press. To fill

future urgent requests a small reserve supply of each number of the JOURNAL and of each separate is kept in the Office of Information of the department.

SUGGESTIONS FOR THE PREPARATION OF MANUSCRIPTS

TEXT

When an article is being prepared for the JOURNAL OF AGRICULTURAL RESEARCH it is suggested that the author consult a recent copy of the JOURNAL and follow its style, especially in tables, illustrations, and literature citations.

To guard against deficiencies in scientific content, interpretation, or conclusions, authors are requested to have the paper critically read by coworkers in the field covered. Prepublication criticism should be welcomed by the author and duly considered, thus possibly avoiding mistakes which might be made the subject of justifiable criticism after publication.

Manuscripts should be on letter-size paper, about 8 by 10½ or 8½ by 11 inches, typewritten either triple or double space. *Single space should not be used.* If triple space is used for the body of the text, double space may be used for quotations, legends, footnotes, and tables.

The title should be brief but as indicative of the content of the article as possible.

Following the author's name there should be given his official title, and the office, bureau, or station department in which the work was done.

Although exceptions are justified in many cases, the standardized outline of JOURNAL papers includes the following in the order given: Introduction, review of literature, methods of experimentation, experimental data, interpretation and discussion of results, conclusions, summary, and literature cited.

Every page of a manuscript, including tables, should be numbered consecutively. Each table should appear on a separate page. Each table should also be definitely referred to or discussed in the text.

For convenience in handling at the printing office each page of the manuscript should begin a new paragraph; that is, no paragraph should carry over from one page to the next.

A table of contents showing the proper relation of the headings should always accompany the manuscript.

For orthography, capitalization, and hyphenation the accepted standards are those authorized by the Government Printing Office, which are Webster's New International Dictionary and the Style Manual of the Government Printing Office. The latter may be purchased from the Superintendent of Documents.

For the spelling of geographic names the authorities named below are followed in the order given:

1. Correct Orthography of Geographic Names (decisions of the United States Geographic Board).
2. United States Postal Guide.
3. Lippincott's Gazetteer of the World.
4. Rand, McNally & Co.'s Atlas.
5. International Postal Guide.

Arabic numerals are used in numbering all tables. "Table" is capitalized when it is followed by its numerical designation.

The author should very carefully check and recheck the manuscript, particularly the tabular data and the references to tables, illustrations, and literature cited. If it is possible to do so, the author should also have the manuscript carefully edited and rechecked before it is submitted for publication.

ILLUSTRATIONS

Only illustrations which are of good quality and which are necessary to a clear understanding of the text can be accepted for publication.

Each illustration must be specifically referred to in the text.

So far as possible line drawings should be used in preference to half-tones or color illustrations.

If the quality of the paper used in the JOURNAL is sufficiently good to carry them satisfactorily, the illustrations will be run as text figures. Otherwise plates will be used. The maximum length for full-page illustrations is 7½ inches, and the maximum width is 4½ inches.

All finished lettering should be done in the section of illustrations of the Office of Information of the department unless the bureaus or stations can do it properly.

All photographs should be submitted unmounted, and in an envelope.

On the back of each illustration there should be given the plate or figure number and the title of the accompanying manuscript.

Inclosed with the illustrations there should be a sheet containing a typewritten list of all the legends. In addition, the legends for the text figures (but not for the plates) should be inserted at those places in the text where the illustrations are to appear.

Text figures and plates should each be numbered in the order in which they are referred to in the text.

Arabic numerals are used in numbering all text figures and plates.

Separate parts of a text figure or plate are placed in contiguous position, instead of being separated by legends, and are designated by Roman capital letters A, B, C, etc. The parts of A, B, C, etc., are designated in italic letters *a*, *b*, *c*, etc.

In text references to figures or plates having these parts, the numbers and the letters should be separated by commas, thus:

"The plant shown in Plate 6, B, *a*, * * *" or in "Figure 10, C, *b*, * * *."

Also: "As may be seen in the infested plant (pl. 5, D, *c*)," or "(fig. 8, A, *d*)."

The words "figure" and "plate" are capitalized when followed by the numerical designation. When references are made to them parenthetically they are abbreviated and lower-cased. (See examples in last paragraph.)

LITERATURE CITATIONS

Only references cited in the text should be listed in "Literature cited." If there are seven or more citations to literature they should be grouped together at the end of the paper under the heading "Literature cited"; if fewer than seven, they should be given in footnotes.

If the original of an article has not been consulted the following statement, in brackets, should be added to the citation: "Original not seen." If only an abstract can be cited, the word "abstract," in parenthesis, should follow the title.

Unpublished material, exsiccatae, and any citations not satisfactorily placed in "Literature cited" should always be in footnotes even if other references appear in a list. The only essential differences in the form of the list and the footnote references are the following, which are used in footnotes only: Author is indented, date is last item of reference, and specific reference may be made to page, plate, etc., if desired.

Citations under "Literature cited" should be placed in alphabetical order under authors' names. For convenience of reference from text to list, citations are numbered consecutively. Arrangement of titles under an author is chronological. Titles of joint articles are placed under senior author's name, but the names of second authors are arranged alphabetically, regardless of chronology. Authors' names should be separated by commas and the word "and" used before the last one. Dashes or 3-em lines are used to indicate repetition of name of senior author. Anonymous titles are entered under "Anonymous," and in a list precede all author entries. "Mc" and "St" are arranged as if written in full, letters with umlaut ä, ö, ü, as if ae, oe, ue.

In citations of books, entries should be made under the author's surname, followed by his initials, date of publication, verbatim title of the work, edition (except first), pagination or volume, illustrations, and place of publication. In footnote references the date should follow the place of publication. Pagination is not given if book is in more than one volume. The abbreviation "illus." should be used for all illustrative material. Places of publication should be given exactly as on title page; if more than two, one or two followed by [etc.] should be given. The date on title page is the one used. If more than one volume, inclusive dates should be given. If the date is supplied from copyright, preface, or from some outside source, it should be put in brackets. If book is in important series a note to this effect should be made in parenthesis at end of reference.

In citations of periodicals the author's surname should be given, followed by his initials, date, verbatim title of the article, title of periodical, series, volume, pagination, and the abbreviation "illus." if there are illustrations. Titles of periodicals are abbreviated according to the list of "Abbreviations Employed in Experiment Station Record" (Department Bulletin No. 1330). Series number should be given in parenthesis preceding volume number. The word "volume" or its abbreviation is not used, the volume number being given, followed by colon and page number. If no volume number appears on publication, such as annual reports, etc., date covered by report is used in volume place. The number or part of a periodical is not included unless it is separately paged; in that case the number is given in parenthesis following volume number and before colon. Page numbers follow volume number, being separated from the latter by a colon. Inclusive pagination of article should be given in "Literature cited." In footnotes specific page reference may be made. For reports and other publications for certain years, which may be published in a later year, the year when published

should be given as publication date and the earlier date may be given in parenthesis preceding the volume or number.

In synonymy the author's name and the title of the book or periodical should be abbreviated, and the date of publication written immediately after the author's name. Commas should be used throughout. The place of publication should be omitted.

All references should be verified from the originals, not quoted from other authors.

If original is seen, abstract is not usually cited unless the original is in a generally unfamiliar language.

Entry is always under author of publication cited, even if the investigation reported is that of another person. Credit may be given to the investigator in the text.

Societies and institutions are entered as authors of their publications, if these are not ascribed to individual authors.

EXAMPLES OF "LITERATURE CITED"

BOOK CITATIONS

BAYLISS, W. M.

1911. THE NATURE OF ENZYME ACTION. Ed. 2, 137 p., illus. London, New York [etc.].

SMITH, E. F.

1905-14. BACTERIA IN RELATION TO PLANT DISEASES. 3 v. Washington, D. C. (Carnegie Inst. Wash. Pub. 27.)

SORAUER, P.

1909. HANDBUCH DER PFLANZENKRANKHEITEN. Aufl. 3, Bd. 1. Berlin.

WINFIELD, H.

1899. THE OIL OF MAIZE (ZEA MAYS). 49 p. Easton, Pa. (Thesis, Columbia Univ.)

PERIODICAL CITATIONS

BESLEY, H. J., and BASTON, G. H.

1914. ACIDITY AS A FACTOR IN DETERMINING THE DEGREE OF SOUNDNESS OF CORN. U. S. Dept. Agr. Bul. 102, 45 p., illus.

BROWN, A. J.

1909. THE SELECTIVE PERMEABILITY OF THE COVERINGS OF THE SEEDS OF HORDEUM VULGARE. Roy. Soc. [London] Proc. (B) 81: 82-93, illus.

LATTA, W. C.

1900. FIELD TESTS OF VARIETIES OF WHEAT, COVERING NINETEEN YEARS. Ind. Agr. Expt. Sta. Ann. Rpt. (1898/99) 12: 54-58.

EXAMPLES OF FOOTNOTES

DODGE, B. O. A ROOT-ROT DISEASE OF APPLE SEEDLINGS. Paper presented at 71st Meeting, Amer. Assoc. Adv. Sci., Baltimore, Dec. 1918. [Not published. Title in Program, p. 32.]

SMITH, E. F. BACTERIA IN RELATION TO PLANT DISEASES. 1: 92, 1905; 2: 69, 1911. Washington, D. C. 1905-1911. (Carnegie Inst. Wash. Pub. 27.)

EXAMPLE OF SYNONYMY

Citrus articulata Willd., 1826, Spreng., Syst. Veg., 3: 334.

PROOFS

In the interest of time and economy changes should not be made in proof unless they are highly essential. Special attention and detailed care, however, should be given proofs in order that all typographical mistakes may be corrected.

Galley proof and manuscript are sent to the author, but except in very special cases the page proof is not sent.

